

**STATE OF MICHIGAN  
DEPARTMENT OF STATE POLICE**

**DATE:** December 28, 2011  
**TO:** Criminal Justice Colleagues  
**FROM:** Nancy Becker Bennett, Manager, Grants Management Section *NBB*  
**SUBJECT:** Asset Forfeiture Reporting

\* \* **IMPORTANT: THE ENCLOSED REPORTING FORM HAS BEEN REVISED** \* \*

Pursuant to MCL 333.7524a, Michigan law requires each local unit of government to report certain asset forfeiture information by February 1<sup>st</sup> to the Michigan State Police, Grants Management Section, for analysis and transmittal to the Secretary of the Senate and the Clerk of the House of Representatives.

As in previous years, you will find an asset forfeiture reporting form enclosed. In the event that your agency did not effectuate any forfeiture proceedings during the last fiscal year, we ask that you still fill out the Identification Section of the form, place a check mark in the box to indicate such, and return Page 1 to our office. Step-by-step instructions have been enclosed to clarify any questions that may arise. A "fill-in enabled" version of the form is also available on the Grants Management Section web site, which can be found at [www.michigan.gov/CJgrants](http://www.michigan.gov/CJgrants), click on 2012 Asset Forfeiture Reporting Form. Use of the fill-in enabled form will allow you to submit your report via e-mail to our office at [MSP-CJGrants@michigan.gov](mailto:MSP-CJGrants@michigan.gov).

**Of Special Note to Prosecuting Attorneys:**

- If your agency receives fees for filing forfeitures from police agencies in your jurisdiction, you may or may not need to complete the included form. If your agency is listed as a recipient of forfeiture funds in the order of forfeiture effectuated in circuit court, or a named recipient in a default stipulation, you must complete the entire report.
- If you are not listed as a recipient of funds in the court order or administrative forfeiture action, please check the box "**Our agency has no forfeitures to report for the above referenced fiscal year**", and return the form to our office. The police agencies who paid fees from forfeiture funds to your office should list those costs in G. Deductions from Gross Proceeds, 1. Administrative Costs Incurred to Close Forfeiture.

Please be advised that the asset forfeiture reporting form **MUST** be returned to our office no later than **February 1, 2012**. Your prompt submission of the form is appreciated. The information that you submit will be analyzed and included with similar information collected from agencies across the state. The State of Michigan Asset Forfeiture Report will be posted on the Grants Management Section website during the summer of 2012.

Should you have questions or need assistance, please contact Jim Rapp at (517) 241-2916 or [rappj@michigan.gov](mailto:rappj@michigan.gov) or me at (517) 373-2952 or [beckern@michigan.gov](mailto:beckern@michigan.gov). Thank you.

NBB:rmf

Enclosures: Asset Forfeiture Reporting Instructions  
Asset Forfeiture Report Form